

Extraordinary Aid Application - CY 2000
Division of Local Government Services
Department of Community Affairs

General Instructions: This application must be submitted by March 10, 2000 for funding consideration under this program. Information contained in the application is subject to independent verification by DLGS. Refer to Instruction Sheet for additional information.

Name of Municipality: _____ County: _____

Contract Person: _____ Title: _____

Phone: _____ Fax: _____

I Aid History

List amount of Discretionary Aid received for the last four years, if any:

1999: _____ 1998: _____ 1997: _____ 1996: _____

II Aid Request

How much aid is being requested for this year: \$ _____

An aid request does not constitute guarantee of receipt of any funds.

III Submission Requirements

A. Without exception, the following items must be submitted with or prior to submission of this application. Indicate date of submission of each.

Item	Date Submitted
CY 1999 Annual Financial Statement	
CY 1998 Annual Audit	
CY 1998 Audit Corrective Action Plan	
CY 2000 Introduced Budget	

IV Application Certification

The undersigned herewith certify that they have reviewed this application and, to the best of their ability find its contents to be true and that it accurately portrays the circumstances regarding the municipality's fiscal practices and need for financial assistance:

Official	Signature	Date
Mayor		
Governing Body Presiding Officer		
Chief Financial Officer		
Registered Municipal Accountant		

V. Explanation of Need for Extraordinary Aid

- A. Explain the need for Extraordinary Aid in narrative terms. Include the reasons why aid is needed and the fiscal conditions that changed from the previous year that necessitates this request. Refer to program instructions for additional information. Use additional sheets if necessary.

Section V - continued

- B. Detail the steps the municipality has taken or plans to take to reduce the need for aid in for this and subsequent years. Use additional sheets if necessary. Includes details about start-up and ongoing costs, staffing, potential for grants to offset costs, estimated short and long term savings.

Section V - continued

- C. List changes in programs or service delivery that have been implemented in the last three years. Include new hiring, new programs, expansion or elimination of services; include costs and number of employees. For new programs, indicate whether they were funded by grants or property taxes.

VI. Historical Fiscal Statistics

ITEM	Actual CY 1998	Actual 1999	Introduced CY 2000
1. Property Tax Rates			
Municipal tax rate			
School tax rate			
County tax rate			
Open Space tax rate			
All other unit tax rates			
TOTAL (all units) tax rate			
2. Property Tax Levies			
Municipal Purposes			
School purposes (all)			
County			
Open Space			
Total tax levy			
Total general appropriations (sheet 29, line 9)			
3. Cash Status Information			
% of current taxes collected	%	%	%
% used in computation of reserve	%	%	%
Reserve for uncollected taxes			
Total year end cash surplus			
Total non-cash surplus			
Year end deferred charges			
4. Assessment Data			
Assessed value (as of 1/1)			
Average Assessment - single family property			
Number of tax appeals granted			
Amount budgeted for tax appeals			
Amount of refunding bonds for tax appeals			
5. Staffing Levels			
Uniformed Police - Staff Levels			
Total S&W Expenditures			
Uniformed Fire - Staff levels			
Total S&W Expenditures			
All Other Employees - Staff level			
Total S&W Expenditures			

VII. CY 2000 Budget Information

A. Year of latest revaluation/reassessment: _____

B. Proposed Budget - Cap Information

Item	Yes	No
1. Was a budget cap index rate ordinance adopted in 1999		
If yes: % that was used		
2. Amount of cap bank available going into CY 2000	\$	
3. Is the CY 2000 budget at cap?		
If NO, amount of remaining balance	\$	
4. Does the CY 2000 budget anticipate use of a surplus waiver to exceed the cap?		
If yes, amount:	\$	
5. Was a referendum conducted to exceed the cap held?		

C. List the five largest items of CY 2000 appropriation increases:

Appropriation	CY 1999 Expended	CY 2000 Proposed	Amount of Increase

D. List all new full time positions planned in CY 2000

Department/Agency	Position	Number	Dollar Amount

E. List total (all agencies) prior expenditures and CY 2000 planned appropriations for the following purposes:

Item	1998	1999	2000
Travel and conferences			
Entertainment, parties			

Celebrations of public events, festivals			
Meals (non-prisoner)			

VIII. Financial Practices

A. Expenditure controls and practices:

Question	Yes	No
1. Is an encumbrance system used for the current fund?		
2. Is an encumbrance system used for other funds?		
3. Is a general ledger maintained for the current fund?		
4. Is a general ledger maintained for other funds?		
5. Are financial activities largely automated?		
6. Does the municipality operate the general public assistance program?		
7. Are expenditures controlled centrally (yes) or decentrally by department (no)?		
8. At any point during the year are expenditures routinely frozen?		
9. Has the municipality adopted a cash management plan?		

B. Risk Management

Question	Yes	No
1. Is the municipality a member of a joint insurance fund? If yes, list the risks that are insured by a JIF: (i.e., liability, workers, comp, health, etc.)		
2. Is the municipality self insured for any risks (not through a JIF) ? If yes, list them:		
3. Is the municipality commercially insured for major risks? i.e., liability, workers, comp, health, etc.) If yes, list them:		

VIII. Financial Practices (continued)

- C. Salary and Employee Contract Information (when more than one bargaining unit for each category, use average)

Question	Police	Fire	Other Contract	Non-Contract
Year of last salary increase				
Average percentage increase	%	%	%	%
Last contract settlement date				
Contract expiration date				

- D. Tax enforcement practices:

1. Date of last tax sale: _____
2. Does the municipality use the accelerated tax sale program: _____
3. Did the municipality sell its tax levy in 1999? _____
4. When was the last foreclosure action taken or tax assignment sale held: _____
5. During 1999, on what dates were tax delinquency notices sent out: _____

- E. Other Financial Practices

1. Amount of interest on investment earned in:

1998: _____ 1999: _____ Anticipated in 2000: _____

2. List the instruments in which idle funds are invested:

3. What was the average return on investments during CY 1999: _____%

4. When was the last time fee schedules were reviewed and updated: _____

IX. Service Delivery

List all services and the organization for which the municipality contracts with another government agency. Include all Interlocal Service Agreements, informal shared services, and memberships in cooperative purchasing program (use additional sheets if necessary),

IX. Service Delivery (continued)

- B. List the services and the name of the organization which have been contracted or outsourced to private or non-profit organizations